

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 1150.1A
CNRC 11
25 Jul 01

BUPERS INSTRUCTION 1150.1A

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: POLICIES AND ADMINISTRATIVE PROCEDURES FOR THE HOMETOWN AREA RECRUITING PROGRAM (HARP), OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP), BLUEJACKET HOMETOWN AREA RECRUITING PROGRAM (BJHARP) AND SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)

Ref: (a) NAVPERS 15909G, Enlisted Transfer Manual, Chapter 9
(b) NAVPERS 15559B, Officer Transfer Manual, Chapter 2

Encl: (1) Hometown Area Recruiting Program (HARP)
(2) Officer Hometown Area Recruiting Program (OHARP)
(3) Bluejacket Hometown Area Recruiting Program (BJHARP)
(4) Senior Minority Assistance to Recruiting Program (SEMINAR)

1. Purpose. To issue policy and administrative procedures for Hometown Area Recruiting Program (HARP), Officer Hometown Area Recruiting Program (OHARP), Bluejacket Hometown Area Recruiting Program (BJHARP) and Senior Minority Assistance to Recruiting Program (SEMINAR). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1150.1.

3. Background. HARP, OHARP, and BJHARP return outstanding Navy personnel to their hometowns to temporarily assist local recruiters in locating and enlisting or commissioning qualified individuals. SEMINAR provides assistance to Navy's image in these communities.

4. Action. Addressees will adhere to policies and administrative procedures contained in enclosures (1) through (4).

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5. Forms. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991, is available in Naval Inventory Control Point using requisitioning procedures contained in CD ROM NAVSUP PUB 600(NLL), Navy Stock List of Publications and Forms. Form is also available electronically via BUPERS CD ROM and via internet at <http://forms.daps.mil/order>.

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Distribution:
SNDL Parts 1 and 2

HOMETOWN AREA RECRUITING PROGRAM (HARP)

1. HARP returns enlisted personnel to their hometowns for a 12-day calendar period (beginning on Monday and ending on Friday the following week) to assist local recruiters by relating their Navy experiences to their peers. Participants should be prepared to visit high schools, prior places of employment, and community locations where peers gather, to discuss Navy opportunities while wearing the uniform of the day. Members who participate in the program may do so either on permissive, no-cost temporary additional duty (TAD) orders, or while on leave in conjunction with permanent change of station (PCS) orders.

2. HARP Criteria

a. Personnel must be screened by the commanding officer (CO) to determine their suitability for participation in the program using figure 9A, section A items 2, 3, 4, 5, 7, and section D item 5 chapter 9, pages 9-41 and 42 of reference (a). HARP participants must exemplify the highest standards of military appearance, conduct, and courtesy.

b. There are no age, paygrade, or rating restrictions; however, junior enlisted personnel are especially encouraged to participate.

c. HARP volunteers must be high school graduates from the town where they desire to participate in HARP. GED recipients may be considered on a case-by-case basis.

d. HARP participants are required to provide their own transportation to and from the assigned Navy Recruiting Station and must check-in and out in-person with the Recruiter-in-Charge.

e. Volunteers must not be in a limited duty (LIMDU) status due to illness or have any physical incapacities that could limit their participation in the program. Personnel medically authorized to wear beards must be approved by CO of Navy Recruiting District (NRD) having administrative control. Pregnant volunteers may participate in HARP program if the CO, in consultation with health care providers, determine they are physically capable of performing HARP.

f. Requests for HARP participation, as a substitute for humanitarian assignment, will not be accepted.

3. Procedures for Submitting HARP Requests

a. After receiving command approval, command career counselors should submit HARP requests in writing to Commander, Navy Recruiting Command (COMNAVCRUITCOM, Code 11) at least 1 month prior to the desired date for no-cost TAD orders or 6 to 9 months prior to the desired date (before PCS orders are finalized) for participation on leave in conjunction with PCS orders.

b. Requests may be submitted by facsimile to (C) (901) 874-9151, DSN 882 or, by message, or E-Mail to stephensj@cnrc.navy.mil.

c. Requests must include the following information:

- (1) Rate, Name, SSN.
- (2) Date HARP screening conducted.
- (3) Is member Nuclear Power qualified? YES/NO.
- (4) Will HARP be performed on TAD or while on leave in conjunction with PCS orders? If the latter, give projected rotation date (PRD).
- (5) Hometown, State, zip code.
- (6) Name of high school from which graduated.
- (7) Desired participation dates.
- (8) Address and phone number where volunteer can be reached while participating on HARP.
- (9) Present command and unit identification code (UIC).
- (10) Name and phone number of command career counselor or other points of contact (include fax number and E-Mail address, if available).

4. HARP in Conjunction with PCS Orders. Volunteers participating on HARP duty while on leave in conjunction with PCS orders do so with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty. Participants must obtain a NAVPERS 1070/613, Administrative Remarks, from Recruiter-in-Charge of the Navy Recruiting Station where assigned, signed by CO of the NRD, documenting the member's participation in the HARP program. Upon reporting to the next duty station, such documentation will constitute the authority for the servicing personnel support detachment (PSD) to credit the volunteer with up to 12 days of non-chargeable leave.

5. Confirmation of HARP requests. COMNAVCRUITCOM (Code 11) will confirm all HARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission of the HARP request, command career counselors should contact COMNAVCRUITCOM (Code 11) at (C) (901) 874-9141, DSN 882. COMNAVCRUITCOM (Code 11) will provide the NRD, address, phone number, and approved dates of participation. The parent command will issue TAD orders accordingly.

6. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 11) of any cancellations or date modifications as far in advance of the assignment as possible.

OFFICER HOMETOWN AREA RECRUITING PROGRAM (OHARP)

1. OHARP returns Navy officers to their hometown areas for 14 to 90 days to assist officer recruiters in locating individuals for Navy officer programs. Participants should be prepared to accompany the NRD's officer recruiters on visits to colleges and universities, centers of influence, and community events. They will wear the uniform of the day and will be expected to discuss Navy opportunities and career paths.

2. OHARP Criteria

a. Ideally, the participant should be a current or former resident of, or have attended college in, the area served by the NRD in which OHARP participation is desired.

b. There are no age or rank restrictions.

c. The period of OHARP is determined by COMNAVCRUITCOM (Code 11) and is subject to approval by the officer's detailer.

3. No-Cost TAD or Temporary Duty (TEM DU). Officers volunteering to participate in OHARP do so on permissive, no-cost TAD orders or on no-cost TEMDU orders in conjunction with PCS orders. OHARP volunteers accept the TAD or TEMDU assignment with the understanding that they will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses connected with this duty per reference (b). If the volunteer elects not to bear this expense, participation in the program must be cancelled by notifying COMNAVCRUITCOM (Code 11) prior to the scheduled reporting date.

4. Funded TAD (Travel and Per Diem Authorized). Dependent upon Navy's accession requirements, (community specific) funding for an officer to travel to the location of the college they attended may be provided. Funding would be for travel and per diem will be provided for the period as determined by the funding authority. Contact COMNAVCRUITCOM (Code 11) (C) (901) 874-9141, DSN 882 to determine if funding is available.

5. Procedures for Submitting OHARP Requests. Volunteers should submit OHARP requests in writing, or by facsimile to (C) (901) 874-9151, DSN 882 to COMNAVCRUITCOM (Code 11) at least 1 month prior to the desired date for no-cost TAD orders or 6 to 9

months prior to the desired date (before PCS orders are finalized) for no-cost TEMDU orders.

a. Officer Candidate School (OCS) accessions may participate in OHARP on a TEMDU basis only. Individuals will normally participate upon completion of their OCS training period.

(1) Requests for OHARP TEMDU will be submitted by memorandum via the initial assignment counselors at OCS (Code 04D) not later than the 4th week of training.

(2) Late requests will be considered on a case-by-case basis if submitted by the 5th week of training. Requests received after the 5th week of training will not be considered.

b. Aviation officers who are students in flight training squadrons and all other officers may participate in OHARP on a TAD or TEMDU basis.

c. Requests must include the following information:

(1) Rank, Name, SSN, designator.

(2) Specify no-cost TAD or no-cost TEMDU. If no-cost TEMDU, provide project rotation date (PRD).

(3) Hometown, State, zip code.

(4) College attended.

(5) Desired participation dates.

(6) PRD.

(7) Name of detailer (for TEMDU requests).

(8) NRD requested.

(9) Present command and unit identification code (UIC).

(10) Name and phone number of point of contact (include fax number and E-Mail address if available).

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(11) Commanding officer's endorsement.

6. Confirmation of OHARP Requests. OCS requests will be confirmed upon receipt of PCS orders. TEMDU requests will be confirmed after the detailer has approved.

7. TAD requests will be confirmed by COMNAVCRUITCOM (Code 11) as soon as possible. If confirmation of a TAD request has not been received within 3 weeks after submission of the OHARP request, contact COMNAVCRUITCOM (Code 11) at (C) (901) 874-9141, DSN 882.

8. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 11) of any cancellations or date modifications as far in advance of the OHARP assignment as possible.

BLUEJACKET HOMETOWN AREA RECRUITING PROGRAM (BJHARP)

1. BJHARP is a funded program (round trip travel, and reduced Meals and Incidentals per diem rate of \$10) that returns outstanding junior enlisted personnel to their hometowns for a minimum of 10 working days. Participants are expected to identify and assist recruiters in contacting potential prospects, provide names of referrals and accompany the recruiter on the referral visit. Members who participate in the program do so on TAD orders. Orders may be issued in conjunction with regular leave.

2. On a case by case basis a few selected personnel detaching from training commands are able to participate in this program via permanent change of station (PCS) orders. Training commands should coordinate transfer orders and BJHARP with Navy Personnel Command (NAVPERSCOM) (PERS-4).

3. BJHARP Criteria

a. Selected and screened by the CO for suitability for participation in the program.

b. Member must be highly motivated, a volunteer, and serving in their first or second enlistment.

c. High school diploma graduate.

d. Member must have a place to stay in their hometown.

e. Meet Navy physical fitness assessment (PFA) standards.

f. BJHARP participants are required to provide their own transportation to and from the assigned Navy Recruiting Station and must check-in and out in-person with the Recruiter-in-Charge.

g. Attend a brief indoctrination at a designated location in the area of their parent command or at the local recruiting station in their hometown.

h. Personnel participating in BJHARP must sign a NAVPERS 1070/613, Administrative Remarks, stating they understand that prerequisites for assignment are voluntary participation and personally procured lodging arrangements. As a result of having made these arrangements, participants will be authorized the

reduced Meals and Incidentals per diem rate of \$10 M&IE total per diem on each day that they are on BJHARP. If, upon reporting for duty, anticipated lodging and subsistence arrangements are not available at the BJHARP location, the supported Recruiter should immediately contact the BJHARP Coordinator for further guidance. At that time, it must be determined if the member will be recalled from BJHARP duty, or if fully funded lodging and subsistence will be authorized.

4. Procedures for Submitting BJHARP Requests

a. Command career counselors may submit BJHARP requests by facsimile to (C) (901) 874-9151, DSN 882, message, or letter to COMNAVCRUITCOM (Code 11). Also, requests may be submitted via the Internet at [HTTP://HARP.CNRC.NAVY.MIL](http://HARP.CNRC.NAVY.MIL). Command career counselors must contact the BJHARP Coordinator at (C) (901) 874-9141, DSN 882 to be issued an access code. Commands must allow a 30-day "lead time" between BJHARP request and actual start date.

b. Requests must include the following information:

- (1) Rate, Name, SSN.
- (2) Date BJHARP screening conducted.
- (3) Is member Nuclear Power qualified? YES/NO.
- (4) Hometown, State, zip code.
- (5) Name of high school from which graduated.
- (6) Desired participation dates.
- (7) Address and phone number where volunteer can be reached while participating on BJHARP.
- (8) Present command, command address, and unit identification code (UIC).
- (9) Commanding officer's recommendation.
- (10) Name and phone number of command career counselor or other point of contact (include fax number and E-Mail address, if available).

5. Confirmation of BJHARP Requests. COMNAVCRUITCOM (Code 11) will confirm all BJHARP requests as soon as possible. If confirmation has not been received within 3 weeks after submission of the BJHARP request, command career counselors should contact COMNAVCRUITCOM (Code 11) at (C) (901) 874-9141, DSN 882. COMNAVCRUITCOM (Code 11) will provide the assigned Navy Recruiting Station, address, phone numbers, accounting data, and approved dates of participation. The parent command will issue TAD orders accordingly.

6. BJHARP in conjunction with PCS orders will be limited to a maximum of 100 personnel per year.

7. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 11) of any cancellations or date modifications as far in advance of the assignment as possible.

SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM (SEMINAR)

1. The SEMINAR program was established to provide assistance to Navy in its effort to recruit more Black, Hispanic, and Asian/Pacific Islander applicants and to enhance Navy's image in these communities. SEMINAR temporarily returns highly qualified Black, Hispanic, and Asian/Pacific Islander officers and senior enlisted personnel to their home communities for a 20 calendar-day period to meet with local influential community members and to discuss the vast educational, career, and advancement opportunities Navy offers.

2. SEMINAR Criteria

a. SEMINAR participants must be volunteers in paygrades E6 through O6.

b. Although the program is specifically targeted to Black, Hispanic, and Asian/Pacific Islander communities, participation is open to other minorities.

c. There are no age or rating restrictions.

d. SEMINAR duty cannot be combined with OHARP/HARP on the same set of PCS orders.

e. A maximum of 100 officer and 100 enlisted personnel will be approved for SEMINAR duty per fiscal year. This limitation is subject to review based on PCS funding.

3. SEMINAR Orders. SEMINAR is performed in conjunction with PCS orders and, in most cases, the participant is entitled to per diem and travel allowances. SEMINAR volunteers are administratively assigned for check-in/check-out procedures to the NRD having administrative control for the particular hometown area. TAD assignments in the SEMINAR program are not permitted.

4. Procedures for Submitting SEMINAR Requests

a. Individuals should submit SEMINAR requests in-writing, by message or by facsimile (C) (901) 874-9151, DSN 882 to COMNAVCRUITCOM (Code 11) 6 to 9 months prior to the desired date (before PCS orders are finalized).

- b. Requests must include the following information:
- (1) Rank, name, SSN, designator (if applicable).
 - (2) Race, ethnic group.
 - (3) Hometown, State, zip code.
 - (4) Desired participation dates.
 - (5) Projected rotation date (PRD).
 - (6) Name of detailer.
 - (7) NRD requested.
 - (8) Present command and unit identification code (UIC).
 - (9) Name and phone number of point of contact (include fax number and E-Mail address if available).
 - (10) Commanding officer's endorsement.
5. Confirmation of SEMINAR Requests. COMNAVCRUITCOM (Code 11) will confirm SEMINAR requests as soon as possible after the detailer has approved funding. SEMINAR request status may be obtained by calling COMNAVCRUITCOM (Code 11) at (C) (901) 874-9141, DSN 882.
6. Cancellations and Modifications. Notify COMNAVCRUITCOM (Code 11) of any cancellations or date modifications as far in advance of the SEMINAR assignment as possible to facilitate coordination with detailers.